Adding New Users

1) Click on **My Account** near the top right corner of the screen.

2) Click on **Manage Access** to expand the menu and then **Add User** in the sidebar on the left.

3) Fill in the required fields. If you are adding someone who is going to be an Administrative User, Address and Phone Number are required. The username and email address must be unique. The password must include at least one lower case letter, and least one upper case letter, and at least one number.

4) Click **Save** and then click on the **Modify Access** tab.

5) If you are the Administrative User for more than one organization, you will have to select one from the **Organization** drop down.

6) Select the **Role** for the user.

7) Click **Add** and then **Save**.

Editing Existing Users

1) Click on **My Account** near the top right corner of the screen.

2) Click on **Manage Access** to expand the menu and then click **Edit User**.

3) Search for the user you want to edit using their first and last name and then click **Find**. If you are editing a user whose account has been disabled because of multiple attempts to access ImmuNet with an incorrect password, you'll need to select the "Disabled" checkbox before clicking **Find**.

4) Select the user to edit by clicking on their last name.

5) From this page you can reset a user's password.

6) Click on **Modify Access** to reactivate an account that's been disabled due to multiple incorrect attempts to access ImmuNet or to change a user's Role.

7) Click the Select check box for the user role to edit and then click **Select**.

8) On this page you can change a disabled user's status to "Active" or change their role with the Role drop down menu. When you're done, click **Update**.